

*Code: 2745*

*Title: WASTEWATER LABORATORY SUPERVISOR*

**SUMMARY:** Provides first line supervision of laboratory personnel involved in the chemical and microbiological examination of water to include ground water, storm water, surface water and solid wastewater in a wastewater treatment plant/facility setting. This classification is responsible for accurate and timely testing for compliance with licensure requirements set forth by local, State and Federal regulatory agencies. [This position fulfills the requirements of the "Laboratory Director" as defined with duties enumerated by the Arizona Environmental Laboratory Licensure Rule.]

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Oversees the activities of the Pima County's Technical Services Wastewater or the Environmental Laboratory including personnel, training and operations activities;

Plans, assigns, and supervises the work of laboratory personnel involved in the collecting and testing of water and wastewater samples;

Supervises and participates in chemical and microbiological studies and evaluations;

Ensures that all services and test results provided by the laboratory are performed in accordance with local, State and Federal requirements;

Consults with wastewater operations personnel to coordinate laboratory testing and sampling activities;

Serves as a technical resource to Wastewater Management, other County departments, public and private agencies requiring specialized testing;

Coordinates the reporting of analysis results;

Keeps manual and automated records of all laboratory testing;

Provides expert witness testimony on analytical results, tests methods, procedures and practices representing Pima County Technical Services Section (TSS) Wastewater Laboratory;

Evaluates and recommends new analytical methods;

Establishes and enforces laboratory safety and hazardous waste management policies;

Reviews reports to include the final analysis reports for accuracy and to verify that results meet regulatory standards;

Prepares budget for laboratory supplies, chemicals, capital equipment and monitors expenditures.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles and practices of biology, chemistry, analytical instrumentation, wastewater treatment, and pollution control technology;
- laboratory procedures, techniques, equipment and instrumentation;
- local, State and Federal monitoring requirements for compliance with regulatory permits related to testing;
- the principles and practices of supervision, training and evaluation in a laboratory environment;
- laboratory information management systems;
- basic principles and applications of statistics;
- principles and practices of regulatory laboratory licensure rules;
- Pima County Merit system rules, personnel policies and procedures;
- budget development and preparation.

Skill in:

- implementing current local, State and Federal regulations pertaining to environmental laboratories and complex technical laboratory tests;
- communicating effectively with others, both orally and in writing;
- planning, scheduling, supervising and evaluating personnel;
- maintaining statistical documentation and preparing reports;
- planning and executing laboratory audits required by regulatory agencies;
- use of automated information systems for acquiring data and report generation.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Masters of Science degree from an accredited college or university with a major in chemistry or a closely related science and four years of professional experience in analytical chemistry, including at least two years of experience in an environmental laboratory and two year of supervisory experience (which may be concurrent with required professional experience).

OR:

(2) A Bachelors of Science degree from an accredited college or university with a major in chemistry, biology or closely related science and six years of professional experience in chemistry, biology or a closely related science including at least three years of experience in an environmental laboratory and two years of supervisory experience (which may be concurrent with required professional experience).

OR:

(3) Two years experience with Pima County as a Wastewater Laboratory Chemist Specialist.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona Driver's License is required at the time of appointment.

Physical/Sensory Requirements: Some positions may require the ability to: lift and carry up to fifty pounds; work with or in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or wastewater products. Safety training and equipment will be provided by Pima County.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.